

Message Text

UNCLASSIFIED

PAGE 01 PARIS 16619 01 OF 02 250432Z
ACTION EUR-12

INFO OCT-01 ISO-00 PER-05 IO-14 /032 W
-----109087 250435Z /11
R 250344Z MAY 78
FM AMEMBASSY PARIS
TO SECSTATE WASHDC 2057

UNCLAS SECTION 01 OF 02 PARIS 16619

USOECD

DEPARTMENT FOR EUR/RPE: LAASE

E.O. 11652: N/A
TAGS: OECD, APER
SUBJECT: VACANCY FOR PRINCIPAL ADMINISTRATOR (A4) IN
STATISTICS AND NATIONAL ACCOUNTS DIVISION, ESD

REF: EXD/P(78)108

1. MISSION HAS BEEN INFORMED OF A-4 LEVEL VACANCY CREATED BY DEPARTURE OF HEAD OF NATIONAL ACCOUNTS DIVISION AND, SUBSEQUENT RESHUFFLING OF DUTIES WITHIN STATISTICS SIDE OF ECONOMICS AND STATISTICS DEPARTMENT. DETAILED JOB DESCRIPTION BELOW; NEW JOB EMPHASIZES SKILLS IN COMPUTERS AND DATA PROCESSING, BUT REQUIRES FAMILIARITY WITH ECONOMIC CONCEPTS PARTICULARLY IN AREA OF TRADE STATISTICS. DEADLINE FOR APPLICATIONS IS JULY 4. A TWO-YEAR TERM APPOINTMENT WILL BE OFFERED.

2. SECRETARIAT HAS SEVERAL QUALIFIED APPLICANTS ON RECORD, BUT IS ACTIVELY SEEKING FURTHER CANDIDATES. MISSION HAS CALLED SECRETARIAT'S ATTENTION TO HOWARD MURAD AND COB STIEGER, WHO ARE BOTH UNDER ACTIVE CONSIDERATION.

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3. TEXT OF JOB DESCRIPTION:

DUTIES

THE HOLDER OF THIS POST WILL BE RESPONSIBLE FOR THE SETTING UP AND THE MANAGEMENT OF THE SECTION DEALING WITH DATA PROCESSING AND FOREIGN TRADE STATISTICS.

IN PARTICULAR, HE/SHE WILL HAVE TO PERFORM OR SUPERVISE
THE FOLLOWING TASKS:

A. DATA PROCESSING

(1) ANALYSE THE NEEDS OF SOFTWARE TO PERFORM THE WORK
OF THE DIVISION AND PROPOSE IMPROVEMENTS AND ADDITIONS
TO THE PRESENTLY AVAILABLE SOFTWARE. CONTRIBUTE TO THE
DEVELOPMENT OF NEW PROGRAMMES, IN THE FIRST INSTANCE,
TO IMPROVE THE WAY IN WHICH FOREIGN TRADE STATISTICS
ARE PREPARED.

(2) ENSURE THAT THE EDP INSTRUMENT, SUCH AS IS AT THE
DISPOSAL OF THE DIVISION, IS USED IN THE BEST WAY: USE
OF DISPACKS AND READERS OF DISPACKS; SETTING UP AND DIS-
SEMINATION OF THE NECESSARY DOCUMENTATION, TRAINING AND
ADVICE.

B. FOREIGN TRADE STATISTICS

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(1) DETERMINE THE CONTENT AND PRESENTATION OF THE DIF-
FERENT FILES, INCLUDING A NEW FILE OF QUARTERLY DATA.
ORGANISE AN EFFICIENT AND RAPID COLLECTION OF DATA.
ADAPT THE CLASSIFICATIONS TO NEW NEEDS. ENSURE THE
QUALITY AND ACCESSIBILITY OF DATA.

(2) IMPLEMENT THE ANNOUNCED REFORM OF FOREIGN TRADE
STATISTICS PUBLICATIONS, INCLUDING A NEW SET OF MICRO-

FICHES. MORE GENERALLY IMPROVE AND EXTEND THE WAY IN WHICH THE EXTERNAL TRADE STATISTICS ARE DISSEMINATED.

(3) DEVELOP THE AVAILABLE INFORMATION ON SOURCES AND METHODS DEALING WITH FOREIGN TRADE STATISTICS AND PARTICIPATE IN THE INTERNATIONAL EFFORTS AIMED AT IMPROVING THE QUALITY AND COMPARABILITY OF FOREIGN TRADE STATISTICS.

PRINCIPAL QUALIFICATIONS REQUIRED

(1) ADVANCED UNIVERSITY DEGREE IN STATISTICS, MATHEMATICS AND/OR ECONOMICS.

(2) VERY GOOD PRACTICAL EXPERIENCE IN ANALYSIS AND PROGRAMMING, PARTICULARLY IN STATISTICAL APPLICATION.
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(3) ABILITY TO LEAD A TEAM OF QUALIFIED STAFF.

(4) A PRACTICAL EXPERIENCE OF FOREIGN TRADE STATISTICS.

(5) VERY GOOD KNOWLEDGE OF THE ORGANISATION'S TWO OFFICIAL LANGUAGES, AND AN APTITUDE FOR DRAFTING IN ONE OF THESE TWO LANGUAGES.

SALZMAN

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Message Attributes

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